

STATE OF ALASKA REQUEST FOR OF INFORMATION



Department of Administration
Division of General Services
333 Willoughby Avenue, 10th Floor
PO Box 110208
Juneau, Alaska 99811-0208

TRANSCRIPTION SERVICES

REQUEST FOR INFORMATION: The State of Alaska, Division of General Services is requesting information from qualified firms with expertise in transcription services for the following service types; judicial, medical, general, video/closed caption and braille transcription services.

The purpose of this RFI is to:

1. Identify all required certifications, licensing, training and/or education needed;
2. Identify existing equipment that provides efficiencies;
3. Identify needed expertise in various fields;
4. Identify federal, state and local government requirements;
5. Identify if state and local government requirements change throughout locations; and
6. Identify standard guidelines such as BANA Tactile Graphic Guidelines.
7. Identify braille format principles.

INTRODUCTION: The National Association of State Procurement Officials (NASPO) is made up of the directors of the central purchasing offices in each of the 50 states, the District of Columbia, and the territories of the United States. State of Alaska, Division of General Services (DGS), the lead state, is requesting this information in furtherance of the NASPO ValuePoint Cooperative Purchasing Program. Interested firms are invited to submit a letter in response to the RFI that address the below areas of interest.

Areas of Interest:

- How long has your firm been in business?
- Please provide a short paragraph on each type of transcription services your firm offers and the differences between them.
- What type of certifications and/or licensing does your firm and/or employees maintain?
- What type of transcription equipment does your firm use?
- Does your firm adhere to BANA Tactile Graphic Guidelines? If not, what guidelines do you use?
- Does your firm adhere to Braille Formats; Principles of Print-to-Braille Transcription, 2011?
- How long has your firm offered these services?
- Please provide a list of your governmental customers, including local, state and federal agencies.
- Please identify any potential risks if contracts resulting from a potential solicitation were awarded nationally, regionally or individual states.

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HOW TO PARTICIPATE: Interested firms must submit a written response that provides information as it relates to their experience in transcription services.

IMPORTANT NOTICE: This Request for Information does not constitute nor guarantee that the State will proceed with a formal solicitation for the requested services. The State is not responsible for any costs associated with the preparation of any response to this request. However, if this request draws sufficient interest from firms capable of providing the requested services, a formal solicitation may be issued.

RESPONSE DEADLINE: Responses must be received by the Contracting Manager no later than 3:00p.m. AST (Alaska Standard Time) on **June 13, 2016.**

RETURN INSTRUCTIONS: Responses must be addressed as follows:

Department of Administrations
Attention Linda Polk
RFI Transcription Services

If using US Mail please use the following address:

PO Box 110210
Juneau AK 99811-0210

If using a delivery service, please use the following address:

333 Willoughby Ave, Room 700
Juneau AK 99801

Responses can be submitted via email to Linda.Polk@Alaska.gov

Please Note: The **maximum** size of a single email (including all text and attachments) that can be received by the state is **20mb (megabytes)**. If the email containing the response exceeds this size, the response must be sent in multiple emails that are each less than 20 megabytes.

POINT OF CONTACT: Questions concerning this request must be directed to Linda Polk, Contracting Manger, Division of General Services, via email at Linda.Polk@alaska.gov.